

**CITY OF MIDDLETOWN
PURCHASING DEPARTMENT**

ADDENDUM #1 TO BID #2014-021
PRINTING OF LETTERHEAD, BUSINESS CARDS, AND ENVELOPES
FOR VARIOUS DEPARTMENTS
Date Issued: July 14, 2014

ALL BIDDERS ARE HEREBY ADVISED OF THE FOLLOWING INFORMATION AND/OR MODIFICATIONS TO THE CONTRACT BID DOCUMENTS:

- Q & A's submitted by cutoff date of Monday, July 14, 2014 by 3:00 pm
- Addition of Samples #1 - #11. Samples were inadvertently were omitted from original bid therefore please see attached samples for item #'s 1 – 11. PLEASE NOTE: SAMPLES ARE FOR FORMAT ONLY. PHRASING IS DETERMINED BY DEPARTMENT AT TIME OF REQUEST.

INVITATION TO BID

The date set for the receipt of proposals will remain the same.

*****Monday, July 21, 2014 at 11:00 AM*****

PLEASE VERIFY THAT YOU HAVE RECEIVED THIS NOTIFICATION IN THE SPACE BELOW AND FAX OR EMAIL THIS PAGE BACK TO THE PURCHASING DEPARTMENT.

FAX: 860-638-1995 EMAIL: purchase@middletownct.gov

BIDDER ACKNOWLEDGES RECEIPT OF ADDENDUM #1: _____
COMPANY NAME

All bidders are hereby advised of the following amendments to the contract bid documents which are hereby made an integral part of the specifications for the subject project, prepared by the City of Middletown to the same extent as all other documents. All work shall conform to the standards and provisions of same. Bids submitted shall be deemed to include contract document information as shown in Addendum No. 1. General bidders shall notify sub-bidders that may be affected by this addendum as applicable. **Bidders shall be required to acknowledge receipt of this addendum in the space provided on the Bid Proposal Form on Pg. 19.**

Failure to acknowledge receipt of this addendum by the bidder may result in the rejection of their bid. Bidders are directed to review changes to all portions of the work as changes to one portion may affect the work of another.

Total Addendum: 8 pages

*****BIDDER NOTE:** If you have already submitted a bid you shall be required to acknowledge receipt of this addendum under separate cover in a sealed envelope clearly marked with the bid number and description. This acknowledgment must be received by the time and date specified to be accepted by the City.

Donna L. Imme, CPPB
Supervisor of Purchases



City of Middletown

PURCHASING DEPARTMENT

245 DeKoven Drive, P.O. Box 1300, Middletown, CT 06457-1300

TEL: (860) 344-3465 FAX: (860) 344-3561

www.cityofmiddletown.com email: purchase@cityofmiddletown.com

SAMPLE #1



OFFICE OF THE MAYOR

City of Middletown

CONNECTICUT 06457

SEBASTIAN N. GIULIANO

MAYOR

SAMPLE #2

SAMPLE #3 FORMATS

White Cover Stock

DEPARTMENT OF FINANCE &
REVENUE SERVICES

DIANA S. DOYLE
ASSISTANT DIRECTOR OF FINANCE &
REVENUE SERVICES

TELEPHONE: (860) 344-3435
FAX: (860) 344-3565

Email: diana.doyle@cityofmiddletown.com



P.O. BOX 1300
MUNICIPAL BUILDING
245 DEKOVEN DRIVE
MIDDLETOWN, CT 06457-1300

DEPARTMENT OF CONSUMER PROTECTION
SEALER OF WEIGHTS AND MEASURES
AMERICANS WITH DISABILITIES ACT
COORDINATOR

PHILIP P. CACCIOLA
DIRECTOR

TELEPHONE: (860) 344-3491
FAX: (860) 344-3561
TDD: (860) 344-3521

Email: phil.cacciola@cityofmiddletown.com



P.O. BOX 1300
MUNICIPAL BUILDING
245 DEKOVEN DRIVE
MIDDLETOWN, CT 06457-1300

Recycled Cover Stock

CHERYL B. MELKONIAN
ASSISTANT CITY & TOWN CLERK

TELEPHONE (860) 344-3459
FAX (860) 344-3591
cheryl.melkonian@cityofmiddletown.com



P.O. BOX 1300
MUNICIPAL BUILDING
245 DEKOVEN DRIVE
MIDDLETOWN, CT 06457



SANDRA RUSSO-DRISKA
CITY AND TOWN CLERK, MIDDLETOWN, CT

TELEPHONE (860) 344-3459
FAX (860) 344-3591
EMAIL: sandra.russo@cityofmiddletown.com

P.O. BOX 1300
MUNICIPAL BUILDING
245 DEKOVEN DRIVE
MIDDLETOWN, CT 06457-1300

SAMPLE #4 FORMATS

White Cover Stock



SEBASTIAN N. GIULIANO
MAYOR

EMAIL: mayor@cityofmiddletown.com
TELEPHONE (860) 344-3401
FAX (860) 344-3540

WEB: cityofmiddletown.com

MUNICIPAL BUILDING
245 DEKOVEN DRIVE
MIDDLETOWN, CT 06457-1300

MIDDLETOWN

- Pop. 46,000 42 Sq. Miles, Urban-Suburban-Rural setting;
- Centrally located, 2 hours to New York, 2 hours to Boston, 30 mins. to Bradley Int'l Airport;
- Direct access to the Interstate Highway System;
- Home of Wesleyan Univ., Aetna, Pratt & Whitney Aircraft, Middlesex Mutual Assurance and an historic downtown on the banks of the Connecticut River;
- Low mill rate, low rate of crime and a high quality of life;
- Enterprise Zone community, numerous pro-business incentives.

AT A GLANCE

Recycled Cover Stock

CITY OF MIDDLETOWN

DEPARTMENT OF PLANNING, CONSERVATION & DEVELOPMENT

WILLIAM WARNER, AICP
DIRECTOR OF PLANNING,
CONSERVATION & DEVELOPMENT

245 DEKOVEN DRIVE
P.O. BOX 1300

MIDDLETOWN, CT 06457-1300 bill.warner@cityofmiddletown.com



TELEPHONE (860) 344-3425
FAX (860) 344-3593

MIDDLETOWN

- Pop. 47,000, 42 Sq. Miles, Urban-Suburban-Rural setting;
- Centrally located, 2 hours to New York, 2 hours to Boston, 30 mins. to Bradley Int'l Airport;
- Direct access to the Interstate Highway System;
- Home of Wesleyan Univ., Aetna, Pratt & Whitney Aircraft, and an historic downtown on the banks of the Connecticut River;
- Low mill rate, low rate of crime and a high quality of life;
- Enterprise Zone community, numerous pro-business incentives.

AT A GLANCE

SAMPLE #5

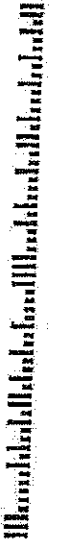
REGISTRARS OF VOTERS
CITY OF MIDDLETOWN
Municipal Building
P.O. Box 1300
Middletown, CT 06457

SAMPLE #6

Postage
Required
Post Office will
not deliver
without proper
postage.

CITY OF MIDDLETOWN
DEPT 394
PO BOX 981094
BOSTON MA 02298-1094

FOR USE ONLY IN
JULY OR JANUARY



SAMPLE #7

Postage
Required
Post Office will
not deliver
without proper
postage.

CITY OF MIDDLETOWN WATER & SEWER
PO BOX 981095
BOSTON MA 02298-1095



SAMPLE #8

Town Clerk's Office
P.O. Box 1300
245 DeKoven Drive
Middletown, CT 06457-1300



SAMPLE #9

City of Middletown
TAX COLLECTOR'S OFFICE
245 DeKoven Drive, P.O. Box 1300
Middletown, CT 06457-1300

Address Service Requested

SAMPLE #10

City of Middletown
PURCHASING DEPARTMENT
245 DeKoven Drive, P.O. BOX 1300
Middletown, CT 06457-1300

SAMPLE #11



City of Middletown
TAX COLLECTOR'S OFFICE
245 DeKoven Drive, P.O. Box 1300
Middletown, CT 06457-1300

Address Service Requested